



**SCHOHARIE COUNTY DEPARTMENT OF
PERSONNEL & CIVIL SERVICE
ANNOUNCES CIVIL SERVICE *OPEN COMPETITIVE* EXAMINATION FOR
#62-593 PRINCIPAL ACCOUNT CLERK-TYPIST
Starting Salary: \$31,816 (CSEA Grade 10)**

*Application Fee – \$15.00

LAST FILING DATE: October 23, 2015 DATE OF EXAMINATION: December 5, 2015

Eligible List: The list resulting from this examination will be used to fill vacancies, as they occur in Schoharie County.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date.

MINIMUM QUALIFICATIONS:

Either:

- (A) Associate degree from a regionally accredited or New York State registered college with 15 credit hours in accounting **AND** two (2) years of clerical experience which shall have involved maintaining or checking financial accounts or records and the operation of a computer keyboard and utilizing common office software programs including word processing, spreadsheet and databases, one (1) year of which shall have been in a supervisory capacity, **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of clerical experience which shall have involved maintaining or checking financial accounts or records and the operation of a computer keyboard and utilizing common office software programs including word processing, spreadsheet and databases, one (1) year of which shall have been in a supervisory capacity, **OR**
- (C) Six (6) years of clerical experience which shall have involved maintaining or checking financial accounts or records and the operation of a computer keyboard and utilizing common office software programs including word processing, spreadsheet and databases, one (1) year of which shall have been in a supervisory capacity.

NOTE: Part-time employment can be pro-rated to count towards full-time (based on number of hours worked per week) a higher level of education can be pro-rated for experience up to a year.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, assigning and supervising major account keeping activities and/or independently performing difficult and responsible account keeping functions electronically, on hard copy or both. Work is performed under general supervision in accordance with outlined policies and procedures allowing for the exercise of independent judgment in planning and carrying out the details of the work. This class differs from that of Senior Account Clerk by the more difficult and complex nature of the assignments and the independence allowed in carrying out the work and/or by the supervisory responsibilities of subordinate staff. Does related work as required.

Use of calculators is RECOMMENDED

Subjects of examination: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Fundamentals of Account Keeping and Bookkeeping: These questions test for a knowledge of basic principles and practices of account keeping and bookkeeping. The questions test for recognizing account keeping and bookkeeping terms, concepts and relationships; recording financial transactions; and solving elementary problems in account keeping and bookkeeping.

2. Supervision: These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

3. Understanding and Interpreting Tabular Material: These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

4. Understanding and Interpreting Written Material: These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

A guide for the Written Test for Higher Level Account Clerical Series is available at the NYS website:

www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

APPLICATION FEE WAIVED: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

The required application fee is fifteen dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will **NOT be returned to you. Please make check/money order payable to Schoharie County Department of Personnel and include the examination number.*

Applications and exam announcements are available on our website at www.schohariecounty-ny.gov

ISSUE DATE: 09/23/2015

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